



National Back Exchange - Conference Coordinator Job Description and Procedures

No	Task	Timescale	Procedure
1.	Conference Preparation for the conference in 2 years time	June – September	<ul style="list-style-type: none">• Source conference venues and associated costs• Identification of any involvement with other organisations• Identify and agree conference theme• Where appropriate research availability of plenary speakers, availability and principle agreement
2.	Conference Report	September	<ul style="list-style-type: none">• Column editor to write report on the preceding conference• Conference Report to be submitted by October 1st
3.	Conference Photographs	September	<ul style="list-style-type: none">• Conference Coordinator and Column editor to liaise and ensure photographs are forwarded to editor for submission in conference report
4.	Evaluation of preceding conference	September	<ul style="list-style-type: none">• PRO to collate and analyse previous conference evaluations for the delegates, speakers and exhibitors• Evaluation Report to be submitted to Column by October 1st
5.	Conference Advertisement	September	<ul style="list-style-type: none">• Conference Coordinator to prepare and submit an advertisement for insertion into the November edition of Column advertising the forthcoming conference including associated costs• Conference Coordinator to prepare and submit 'Call for Papers' information requesting submission of abstracts for the concurrent sessions – closing date early January<ul style="list-style-type: none">• National Back Exchange Website• DLF, CSP, COT, RCN website• Contact key university course module leaders
6.	Financial Instructions	October	<ul style="list-style-type: none">• In accordance with agreed financial instructions the treasurer will ensure that all revenue and expenditure associated with conference has been finalised• Treasurer to closely liaise with Conference Coordinator and administration office to ensure all relevant parties are fully aware of the financial status• Treasurer to be able to supply appropriate financial reports as required
7.	Correspondence	October	<ul style="list-style-type: none">• Conference Coordinator or administration office to forward thank you letters to:<ul style="list-style-type: none">- plenary speakers- concurrent speakers- administration staff- conference team

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8.	Sourcing of Venue	October	<ul style="list-style-type: none"> • Following consultation Conference Coordinator to finalise venue for forthcoming conference • Preparation and signing of contracts between NBE and service provider • Preparation of service level agreements • Inform Treasurer of deposit required, to be actioned as per contractual requirement
9.	Conference Debrief	October	<ul style="list-style-type: none"> • Conference Coordinator, NBE Chair, NBE Officer Manager and Hotel Conference Representative to meet and debrief <ul style="list-style-type: none"> - Communication - Hospitality - Equipment Provision - Reservations - Preparation for next conference (if appropriate)
10.			<ul style="list-style-type: none"> • Conference Coordinator, NBE Chair, NBE Officer Manager and Conference Centre Representative to meet to: <ul style="list-style-type: none"> - 24 hour rate rates negotiated - Agreed set up costs for the Sunday before the forthcoming costs - Liaise with Events Links the number of bedrooms required for delegates, speakers, exhibitors, technical support team, photographer, column editor, NBE executive committee and other associated personnel - Booked plenary rooms, exhibitor space syndicate rooms for streamed sessions - Booked equipment provision for each of the speaker rooms – OHP, flip charts etc - Booked conference administration space - Booked a speakers room • Booked space for registration and requested tables as appropriate <ul style="list-style-type: none"> - Agreed menus and wine - Agreed pre dinner drinks for trade exhibition evening - Agreed opening times and number of bars during conference - Agreed facilities for entertainment (dance floor if required)

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11.	Preparation for next conference	October	<ul style="list-style-type: none"> - Agreed storage facilities for delegate packs, publications and accessories to be delivered to the hotel immediately prior to conference - Agreed provisional seating plans for Ironbridge Suite - Agreed provisional table plan for conference dinner in the Ironbridge Suite - Agreed provision table plan, seating etc for exhibition areas - Discussed possibility of fold up seats for delegates in the exhibitors areas during mealtimes
12.	Technical Support – audio visual	October	<ul style="list-style-type: none"> • Conference Coordinator to request NBE office to source and book technical support services • Agree stage set and audio visual support needed • Shell scheme and space required
13.	Conference Dinner Entertainment	October	<ul style="list-style-type: none"> • Conference Coordinator to book after dinner entertainment • Conference Coordinator to ensure that treasurer pays requisite deposit within the contractual agreement
14.	Plenary Speakers	October	<ul style="list-style-type: none"> • Conference Coordinator researches availability and suitability of potential plenary speakers who would meet the overall aims of the conference theme • Conference Coordinator invites plenary speakers to attend • NBE Office - Once agreed in principle with 8 weeks of acceptance a formal invitation letter will be sent outlining the structure of the conference, speaker fee, travel expenses, accommodation if required. The speaker will then be asked to provide an presentation abstract for insertion into the conference programme, an article for the November edition of Column, personal bibliography, an electronic colour portrait photograph – jpeg file 300dpi and whether the speaker has any specific audio visual requirement for the presentation
15.	Conference Photographer	November	<ul style="list-style-type: none"> • Conference Coordinator to request NBE administration office to book conference photographer and agree associated costs
16.	Distribution of exhibitors information	November	<ul style="list-style-type: none"> • Administration office disseminates relevant information to all potential exhibitors for the forthcoming conference

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| 17. | Conference Advertising | November /
December | <ul style="list-style-type: none"> • Conference Coordinator and PRO to prepare conference advertisement packs to: <ul style="list-style-type: none"> - Disabled Living Foundation - Ergonomic Society - Back Care - Other interested organisations or journals |
| 18. | Conference Progress Report | December | <ul style="list-style-type: none"> • Conference Coordinator to submit Conference Progress Report |
| 19. | Conference Insurance | January | <ul style="list-style-type: none"> • Treasurer to investigate, set up and pay insurance policy |

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20.	Book Venue for Conference due to be held in 2 years time	February	<ul style="list-style-type: none"> • Conference Coordinator to finalise booking of venue for Conference due to be held in 2 years time
21.	Conference Booking Form	January / February	<ul style="list-style-type: none"> • Conference coordinator to agree and NBE office to send finalised booking form to administration office for development of conference database • Conference Coordinator to forward finalised submissions to the editor of Column for publishing in the February edition of Column • Conference Coordinator to forward finalised conference programme and booking form to the printers for publication • Conference Coordinator to instruct printers to insert conference booking form into the February edition of Column

22. Conference Booking Forms February
- The Conference Coordinator ensures that the administration office has all relevant information and documentation prior to advertising the national conference.
 - Administration office to process conference booking forms within five working days of receipt.
 - Delegates will receive a reply with confirmation and other documents specified by the Conference Co-ordinator within 7 working days
 - Process the preferred choice of concurrent session that the delegates wishes to attend
 - Record financial information (date received, cheque number, date banked)
 - Pay in cheques into the National Back Exchange current account
 - The office will hold and maintain members records
 - Hold and maintain members mailing list on the computer
 - E-mail the complete delegate list database to the Conference Coordinator on the 1st day of the month. Where the 1st is a national holiday, the database should be sent on the next working day
 - All bookings for the exhibition to be made via the office. The exhibitor reservation scheme will commence in November for the following year
 - Administration office to maintain an exhibitors spreadsheet regarding received / awaited exhibition fees
 - Conference Coordinator to ensure that the administration office is fully aware of annual leave requirements as the office may need to be closed.

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23.	Submit information for insertion in the February edition of Column Secure sponsorship for the conference booking form	February	<ul style="list-style-type: none"> • Conference Coordinator to prepare the submissions for the February edition of Column <ul style="list-style-type: none"> - Poster Competition - Agenda items for the Local Officers Workshop - Substantive discussion items for the general discussion session - Overall summary of the forthcoming conference - Request for membership comments on the working title of the conference to be organised in two years time - Conference Booking Form • Contact current printers to discuss the sponsorship potential
24.	Evaluation Forms	June	<ul style="list-style-type: none"> • PRO to review evaluations forms for delegates, speakers and exhibitors and make appropriate amendments • PRO to forward electronic copies to Conference Coordinator for publication
25.	Floral	July	<ul style="list-style-type: none"> • Conference Coordinator to request NBE Office to organise conference dinner table flowers and stage set • Conference Coordinator to ensure the Treasurer pays invoice as per contractual agreement
26.	Closing date for conference booking forms	August	<ul style="list-style-type: none"> • Conference Coordinator will have agreed a published closing date for receipt of a conference booking form
27.	Receipt of Merchandise	August / September	<ul style="list-style-type: none"> • Receipt of Merchandise: <ul style="list-style-type: none"> - NBE lapel pins - Conference Programmes - Conference Publications - Conference – associated material
28.	Conference Timetable	September	<ul style="list-style-type: none"> • Conference Coordinator to finalise conference timetable and guidelines – see separate document
29.	Prepare Conference Packs	September	<p>NBE office to:</p> <ul style="list-style-type: none"> • Preparation of delegate packs <ul style="list-style-type: none"> - Name Badge - Allocation of concurrent session - Conference Programme - Meal Tickets - Evaluation forms - Certificate of Attendance - Advance Advertisement for next conference

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30.	Prepare Conference Packs continued	September	<ul style="list-style-type: none"> • Preparation of Speakers packs <ul style="list-style-type: none"> - Name Badge - Allocation of concurrent session - Conference Programme - Meal Tickets - Evaluation forms • Preparation of Exhibitors packs <ul style="list-style-type: none"> - Name Badge - Exhibitors Packs - Meal Tickets - Conference Programme - Evaluation Forms - Advance Advertisement for next conference
31.	Conference Merchandise including publications	September - During Conference	<ul style="list-style-type: none"> • Requests for conference merchandise should be processed on purchase, with copies of financial information forwarded to the Treasurer. • Pay in cash and cheques into the National Back Exchange current account • At the end of the conference a stock take should be completed and the information forwarded to the treasurer.
32.	General Communication	At all times	<ul style="list-style-type: none"> • Administration office - answer machine message should indicate how long the office is closed for. • Inform Conference Coordinator, Chairman and Secretary when office closed at least one week in advance.
33.	Attendance at Executive Committee Meetings	Ongoing	<ul style="list-style-type: none"> • Ensure attendance at Executive Committee meetings. If apologies are sent for two consecutive meetings, attendance at the next meeting is to be discussed with the Chairman. • Provide report to the Secretary two weeks before each of these meetings
34.	Risk Management strategy	Ongoing	<ul style="list-style-type: none"> • To act in accordance with the Association's risk management policies and procedures and advise the trustees and members on risk issues in the post holder's area of responsibility
35.	Professional Conduct	Ongoing	<ul style="list-style-type: none"> • In accordance with the Nolan Principles of Public Life, declare any potential conflict of interest before the item is discussed at an Executive Committee meeting
13	Mentorship	On retirement	Prior to retirement from the post, to actively recruit a successor and to provide mentorship to the successful applicant from the Annual General Meeting at which they are elected to the Business Planning Weekend the following February.

